IT Training -- Office 2013 -- Starts January

Office 2013 -- Excel
# Multiple Excel workbooks can be opened at once
# Recommends Chart and Pivot Table for your data
# Chart Tools are at the side of each chart
# Page Layout View lets you “act” on header/footer

Office 2013 -- Outlook
# Navigation is along the bottom instead of at the left
# Can type directly in the Reading Pane
# People (previously contacts) are more prominent
# Entire color scheme is brighter
# Compose Tool Tab opens for “Reply”

Office 2013 -- Word
- Insert Apps & Videos directly into your documents
- Right panes open as needed (Format Text, Spelling)
- Multiple Pages replaces Two Pages
- Comments can now be inserted from the Insert Tab

Office 2013 -- PowerPoint
- Video Tools are enhanced
- There is an eyedropper tool for color selection
- Format Background becomes a right pane
- Slide Size replaces Page Setup and Slide Orientation
- Presenter view is expanded

Progress is impossible without change, and those who cannot change their minds cannot change anything.” George Bernard Shaw

Clues to ITT Classes
Train in Microsoft Office 2013
- Office 2013 courses start in January
- Register in MyMadison
- Call 8-8046 to ask about Prerequisites
- Assessments for 2013 Basic Excel, PowerPoint, Word available in January

Learn Office 2013 Essentials on your own schedule at:

Lynda.jmu.edu
sign in with your JMU eID & password

Upgrade to Office 2013
1. Go to your START menu and select >All Programs
2. Select: Microsoft System Center 2012 >Configuration Manager >Software Center
3. Select Microsoft Office 2013 >Install selected

Restart may be required

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